APPENDIX

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THE LIBRARY OF CONGRESS SEMI-ANNUAL PROGRESS REPORT FOR JULY 1-DECEMBER 31, 1974 ON THE EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR AFFIRMATIVE ACTION FOR FISCAL YEAR 1975

The Library's Affirmative Action Plan for Fiscal Year 1975 was approved and became effective in July 1974. During the past six months significant progress has been made toward the achievement of each of the Priority Objectives and Continuing Affirmative Action programs. During this period, the Library also made a significant Affirmative Action change in the manner in which its Intern Program is conducted. These accomplishments are reported under the following headings: Report on Priority Objectives, Affirmative Action in The Intern Program, and Continuing Equal Employment Opportunity Program Activities.

REPORT ON PRIORITY OBJECTIVES

Five priority objectives were included in the fiscal year 1975 Affirmative Action Plan. Progress toward the accomplishment of each of these objectives during the first half of the fiscal year is summarized below.

Objective 1: Expand Affirmative Action Training, Appraisal, and Promotion Program (TAP)

In an expanded program for fiscal year 1975, the Library committed 50 positions for the Affirmative Action Training Appraisal and Promotion Program. This represented an increase of 24 positions over the 26 positions initially allocated to the program in fiscal year 1974, although 35 selections were actually made last year. Thirty-one selections have been made so far this fiscal year, and the second phase of selections will begin on February 15. The number of positions committed by each department, and the number of selections made to date are shown below:

Department	*Commitment*	*Selections Made*
Administrative	5	5
Congressional Research	7	11
Copyright	10	4
Processing	18	8
Reference	10	3
Totals	50	31

The 31 positions are shown below by department, title, and promotion plan grade (the potential of the position, or the grade to which, based on his performance, an employee can be promoted without further competition).

Administrative Department: (5 Positions)

Personnel Staffing and Classification Specialist	GS-12
Special Policeman (2 Positions Awarded)	GS- 7
Searching Assistant	GT- 5
Accountant (Trainee)	GS- 7

Congressional Research Service (11 Positions)

Library Technician (7 Positions Awarded)	GS- 7
Research Analyst Trainee (4 Positions Awarded)	GS-15

Copyright Office (4 Positions)

Copyright Cataloger	GS- 9
Copyright Technician	GS- 7
Library Technician	GS- 7
Copyright Compliance Specialist	GS- 9

Processing Department (8 Positions)

Catalog Filer	GS- 7
Librarian (Descriptive Cataloger)	GS-12
Bibliographer	GS- 7
MARC Verifier (2 Positions)	GS- 9
Library Technician (Accessioner)	GS- 9
Librarian (Cataloger)	GS-12
Shelflister (Trainee)	GS- 8

Reference Department: (3 Positions)

Library Technician (Microform Reference)	GS- 7
Library Technician (Directory and Reference)	GS- 9
Special Searcher	GS- 7

Objective 2: Research the Status of Women in the Library of Congress, Communicate the Results of this Research, Develop a Women's Action Plan, and Sponsor a Speakers Program

A Women's Program Committee was organized with representation from each department in the Library under the chairpersonship of the Federal Women's Program Coordinator (FWP).

The committee was established to assist the Federal Women's Program Coordinator in developing and implementing a women's action program in the Library of Congress. The committee is subdivided into

the following subcommittees: Communications and Publicity Program, Part-time Work and Leave Policy, and Statistics. Additionally, a committee member serves as liaison between the FWP and the Human Relations Council Task Force on Day Care.

The Federal Women's Program Committee attempted to make the work environment more responsive to women in several ways. These included:

(1) Participation in supervisory training sessions, in which supervisors' responsibilities for improving opportunities for women were underscored.

(2) Sponsoring of seminars for top management and key staff members to discuss their responsibilities for implementing the goal of equal employment opportunity for women.

(3) Publication within the Library of the history and purpose of the Federal Women's Program.

(4) Elaboration of the concepts of "women's rights."

(5) Recommending to the Librarian the revision of maternity leave regulations.

(6) Encouraging supervisors at all levels to adhere to the principle of human dignity in their official dealings with female subordinates.

(7) Urging that a woman be appointed to the counselor vacancy in the Training Office.

In the very near future, the FWP Committee will (1) try to review all proposed personnel policy changes or developments; (2) sponsor a breast cancer detection service, in cooperation with the Health Services Office; and (3) sponsor a program which highlights the contributions of black women in American history.

Objective 3: Evaluate Library Qualifications Requirements for Job Relatedness

This task has been divided into a series of sub-tasks for more effective analysis. Sub-task One is "An Analysis of Qualifications Requirements Published in Position Vacancy Announcements Between 1971 and 1974." All vacancy postings will be analyzed in terms of education and/or experience requirements at various grade levels of jobs so as to determine and measure the consistency of the requirements over the past three years. This sub-task will be completed during January and the results will be published during February.

Sub-task Two of this Objective is "A Race and Sex Analysis of Personnel Selectees Between 1971 and 1974." This study is based on the same position vacancy announcements studied in Sub-task One; the emphasis in this task, however, is on the identification of the successful applicants by sex and race. This analysis is expected to be completed during January and the results published in February.

Sub-task Three is defined as "A Description and Analysis of the Library of Congress System for Establishing Job Qualifications Requirements." This study seeks answers to the question: "What is the process by which certain requirements are attached to certain positions?" This Sub-task includes a series of in-depth interviews with Library officers and supervisors who influence or determine the process and resulting requirements. This study phase was launched in November 1974 with the development of a study procedure and design of a questionnaire. To date all interviews in the Law Library and the Processing Department have been completed. The target completion date of the entire Sub-task is March 15.

The final Sub-tasks are still being defined. Further study plans are scheduled for completion on March 1.

Objective 4: Develop a Program to Consider the Special Needs of Spanish-Surnamed Applicants and Employees

The Library initiated its program to increase awareness of needs for opportunities for Spanish-surnamed applicants and employees during this period mainly through contact between the Library of Congress Spanish Coordinator and Spanish Coordinators of other Federal agencies, and through an effort to inform the Library's Spanish-surnamed employees about the Equal Employment Opportunity Program.

The contact with other Spanish Coordinators was fruitful in terms of discovery of the nature of similar programs at other agencies, how they are operated, problems encountered, and program effectiveness.

A computer printout of all Spanish-surnamed employees was obtained and these employees received two memoranda from the Coordinator during this reporting period. The first memorandum in September 1974 discussed the Equal Employment Opportunity Program in general and the Sixteen-Point (Spanish-Speaking) Program in particular. The Coordinator's second memorandum of November 1974 described how discrimination complaints are processed in the Library of Congress, identified the staff of the Equal Opportunity Office, and reported on progress in the Sixteen-Point (Spanish-Speaking) Program throughout the Federal Civil Service.

Objective 5: Research and Analyze Mobility Patterns at the Library of Congress

This study will focus on the career patterns of Professional Librarians (Job Series 1410) and Library Technicians (Job Series 1411), by far the largest

occupational groups in the Library of Congress. (The two groups combined constitute approximately 50 percent of the total number of employees.) A model has been designed which will help to evaluate rates of promotion and other factors which seem to retard or enhance promotion.

The factors of race, sex, education, and foreign language skills will be factorially analyzed against the factor of time (in months) required to move from a lower grade to an immediately higher grade. Using these factors it will be possible to determine whether, or the extent to which, race, sex, education, foreign language skills, or some combination of these is correlated to rates of promotion within the Library of Congress. The target date for completion of this study is April 15.

AFFIRMATIVE ACTION IN THE INTERN PROGRAM

A determination of the race of Library of Congress Interns between 1965 and 1974 was made by the Training Office at the request of the Assistant Director of Personnel for Equality Programs. During this period, it was found that nine of the 129 Interns were from a racial minority. This finding triggered a survey of minority students in accredited library schools. The survey revealed that there were at least 581 minority students at the 47 schools which responded to the survey. A recommendation was thus made to increase the number of minority candidates for the Library of Congress Intern Program by permitting each school to nominate two candidates instead of one, as has been the rule in the past. This recommendation was accepted by the Intern Committee and was reflected in the Librarian's letter announcing the Intern Program for 1975. The Librarian stated that "In accordance with the objectives of the Library's Affirmative Action Program, schools are encouraged to include minority group candidates in their nominations for consideration in the Intern Program." [A survey of minority enrollment in accredited library schools for 1974-75 appeared on pp. 14-15 of the January 10 issue of the LC *Information Bulletin*]

CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAM ACTIVITIES

The following briefly summarizes progress in continuing equal employment opportunity programs during the first half of fiscal year 1975:

Tuition Support

During this reporting period a total of 141 employees participated in the Tuition Support Program. These employees attended 18 colleges and universities in the Washington, D.C. area. Tuition costs, paid by the Library of Congress, totaled $25,907.05. The participating employees included 83 females and 58 males; 72 were in grades GS-5 or below, 29 were GS-6, and 40 were GS-7. Target degrees or objectives included 32 Certificates (non-degree), 31 associates of arts degrees, 59 bachelor's degrees, 13 master's degrees, and 6 "other" (miscellaneous).

During this period, a sub-committee of the Librarian's Advisory Committee on Affirmative Action studied the administration of the Tuition Support Program and recommended several improvements. Many of the recommendations were accepted by the whole committee and are expected to be incorporated into the program for fiscal year 1976.

TAP Training for Supervisors

A one-day seminar on the responsibilities of supervisors of TAP employees was held at the Training Office on January 8, during which supervisors suggested, and the Assistant Director of Personnel for Equality Programs agreed, that seminars for TAP supervisors of TAP employees should be held quarterly as a means of improving communication about the program and solving program problems that arise.

Employment Tests

Tests used for editor positions in the Law Library were analyzed by the Personnel Research Psychologist with respect to the qualifications required for successful job performance. As a result of the analysis the written test formerly used for selecting editors was discontinued and alternative selection methods are being explored jointly by the Law Library and the Office of the Assistant Director of Personnel for Equality Programs. A similar analysis was made of a test used to select editors in the Publications Office. That Office, however, is continuing to explore the feasibility of constructing and validating a written test for personnel selection; the test formerly used has been discontinued.

A research design for validating the Short Employment Test, used for filling a number of positions in the Library, was developed to determine the relationship between test results and performance on the job. Collection and analysis of data on this test will be completed in May.

Communication About Affirmative Action

A color sound tape slide presentation on "Action '75" was developed and shown to all classes of supervisors in the Personnel Practices and Procedures course. A question and answer session with a representative of the Office of the Assistant Director of Personnel for Equality Programs followed all showings. The Office published issues of the newsletter *Affirmative ACTION News* in August and in November. The Library of Congress *Information Bulletin* carried stories about the Affirmative Action program in July 19, 1974, August 23, 1974, and November 1, 1974, issues.

The Librarian's Affirmative Action Advisory Committee

This Committee was formed in July by expanding the membership of the 1973 Affirmative Action Coordinating Committee to include representatives of employee organizations. Under the broadened representational concept, Library employees played a larger role in affirmative action programing and helped to improve communication about the program among employees. Meetings of the Committee were held during this reporting period in July, October, and December. The Committee was also instrumental in increasing funds for Tuition Support for the academic year 1974-75 and in studing the program and making recommendations for improvement in the fiscal year 1976 program.

Counseling and Advisory Service with Respect to Career Advancement

Counseling on career advancement, including aptitudes, abilities, and skills requirements for advanced positions, was provided by the Training Office to 179 employees during this reporting period.

General Equivalency Diploma

The Library provided instructions for a total of 32 employees desiring to obtain high school diplomas. Of these, 24 employees began training prior to July 1 and continued their training into this reporting period, and eight new employees enrolled.

Under-Utilization of Skills Survey

Employees in grades GS-7 and below were afforded an opportunity to inform ıe Placement and Classification Office of their skills not being utilized in current positions. A total of 127 employees responded. File cards were prepared on all employees and those employees meeting the requirements for announced position vacancies are being referred to selection officials. Referral records are being maintained on each employee and follow-up referrals are being recorded. A report on the Library's experience in this area will be published in July.

Evaluation of 1974 TAP Program

The TAP Coordinator completed an evaluation of the TAP program of 1974 which includes an analysis of the positions offered and the status of the selectees one year after; that is, how many had been promoted and how many had completed requirements of Training Agreements. The results of this analysis, as well as the participants' evaluation of the program, will be considered when planning the TAP program for fiscal year 1976.

Complaints of Discrimination

Within the July-December 1974 period, there were 50 new matters pertaining to discrimination handled by the EO Office. Forty-five of these, or 90 percent were resolved at the Counselor level. The five remaining matters became formal complaints, and the status of each of these is outlined below:

(1) Discrimination because of race. Issue: Denial of reassignment. Investigation in process.

(2) Discrimination because of race. Issue: Denial of promotion. Investigation in process.

(3) Discrimination because of sex. Issue: Denial of promotion. Investigation in process.

(4) Discrimination because of sex. Issue: Denial of promotion. Promotion with retroactive pay has been recommended.

(5) Discrimination because of race. Issue: Separation. Transfer to another division was recommended.

Including complaints carried over from the last reporting period, seven formal investigations have been conducted by the EO Office, and four hearings were scheduled for a Hearing Examiner.